



#2011-1840

**STATE PROCUREMENT OFFICE**  
**NOTICE OF REQUEST FOR EXEMPTION**  
**FROM HRS CHAPTER 103D**

OCT 20 P3:24

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Public Safety  
*Name of Requesting Department*

SUBJECT: Request for Exemption

Pursuant to HRS §103D-102(b)(4) and HAR Chapter 3-120, the Department requests a procurement exemption for the following:

**1. Describe the goods, services or construction.**

The Department of Public Safety (PSD), Training and Staff Development (TSD) office is requesting for exemption from HRS Chapter 103D to designate the Hokele Suites Waikiki for hotel accommodations for neighbor island employees attending training on Oahu.

**2. Vendor/Contractor Name :**

Hokele Suites Waikiki

**3. Amount of Request:**

\$ 68.00 per night

**4. Term of Contract: From: 1/1/2012 To: 12/31/2012**

**5. Prior Exemption  
Reference No.:**

**6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:**

TSD has programmed for Basic Corrections Training (BCT), one Sheriff Recruit Class (SRC), two Supervisory Development Training (SDT) and a National Rifle Association (NRA) Instructor Training for calendar 2012. We have projected a minimum of seven employees per training for each BCT and SRC. The BCT runs for 10 weeks and the SRC runs for 26 weeks. The SDT and NRA classes run for two weeks. The number of neighbor island attendees for the SDT will be determined by the number of promotions from each facility. The NRA attendees will be determined by the number of instructor for each facility. We are looking at a minimum of 28 employees for 10 weeks and 7 employees for 26 weeks for BCT and SRC, respectively. If TSD had to procure competitive bids for each training separately, we would not be able to project the monies required for the housing requirements because the cost could change with each bid. By locking in the hotel rate for the entire year, TSD would be able to project the monies required throughout the year. The hotel would guarantee room availability for all TSD trainings.

**7. In selecting the vendor/contractor, explain in detail, the process the department will utilize to maximize fair and open competition:**

A request for quotes was sent out to the three hotel management groups. The request indicated that TSD will look to select a hotel for the entire 2012 year. It itemized the approximate number of employees and length of stay per training for the BCT, SRC and other trainings. We asked for the cost of one room, double occupancy, for one night (tax included) and the cost for nightly parking for our vehicles. If selected and approved by your office, the selected hotel would be used exclusively by TSD for all their neighbor island trainees. We gave each hotel three weeks to provide a quote if they were interested. Any questions will be handled on a case by case basis. Attached are the quotes that have been received.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process and has completed mandatory training. ( Type over "example" and delete cells not used)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Isaac U. Sagario	PSD/TSD	453-6084	isaac.u.sagario@hawaii.gov
Martha Torney	PSD	587-1251	martha.t.torney@hawaii.gov
Keith Kamita	PSD	587-2562	keith.t.kamita@hawaii.gov
Edmund K. Akina	PSD/TSD	453-6102	edmund.k.akina@hawaii.gov

9. The department shall ensure adherence to applicable administrative and statutory requirements, and all requirements, approvals, and internal controls for this request are the responsibility of the department.

Reviewed by: *Nat S Yamamoto* *PSD W* *587-1251* *nat.s.yamamoto@hawaii.gov*  
*10/11/11*

I certify that the information provided above is, to the best of my knowledge, true and correct.

  
Department Head Signature

10/11/11  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted

10/21/11

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer  
State Procurement Office P.O.  
Box 119 Honolulu, Hawaii  
96810-0119

10. Chief Procurement Officer (CPO) Comments:

☐ Approved ☐ Disapproved ☐ No Action Required

Chief Procurement Officer Signature

Date